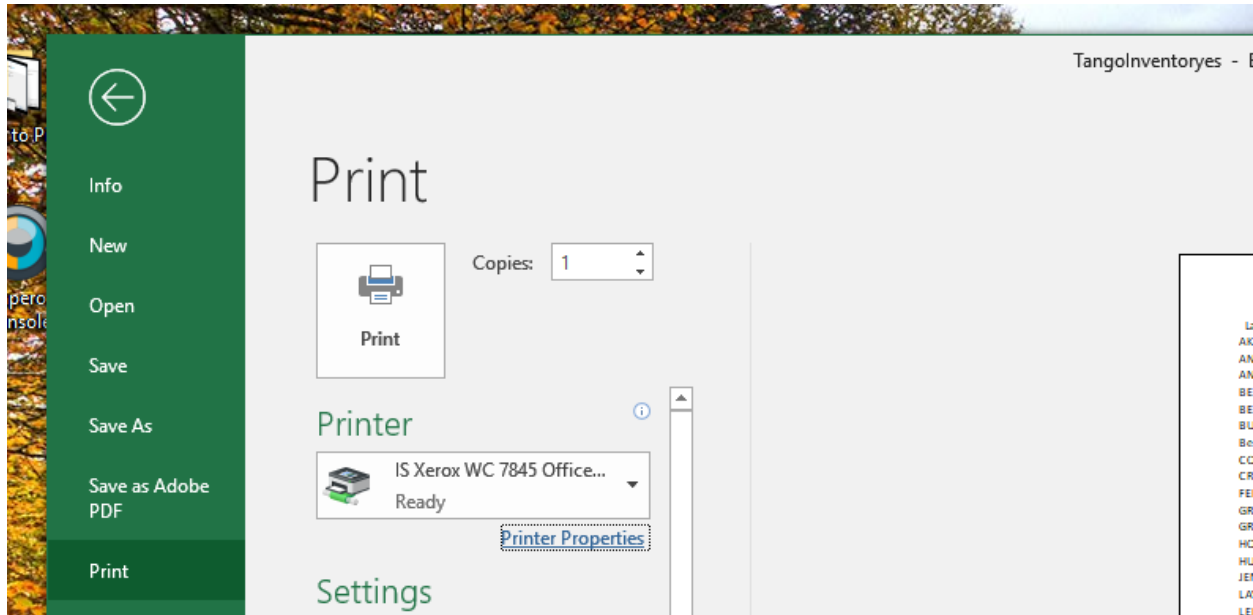
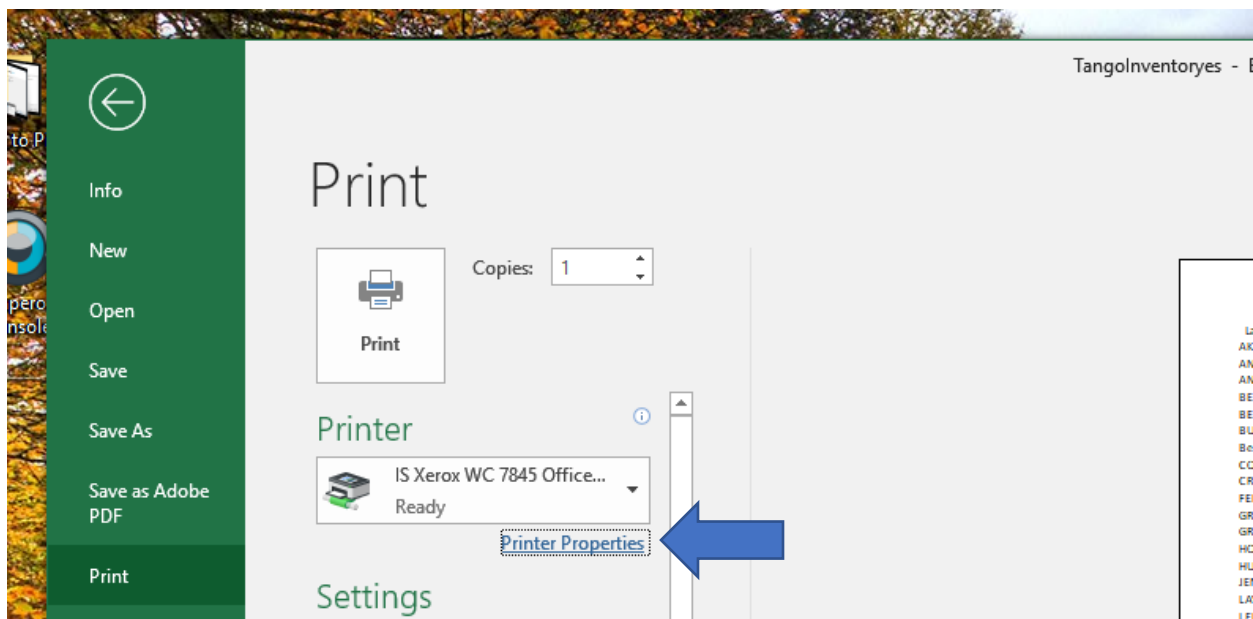


HOW TO SECURE PRINT

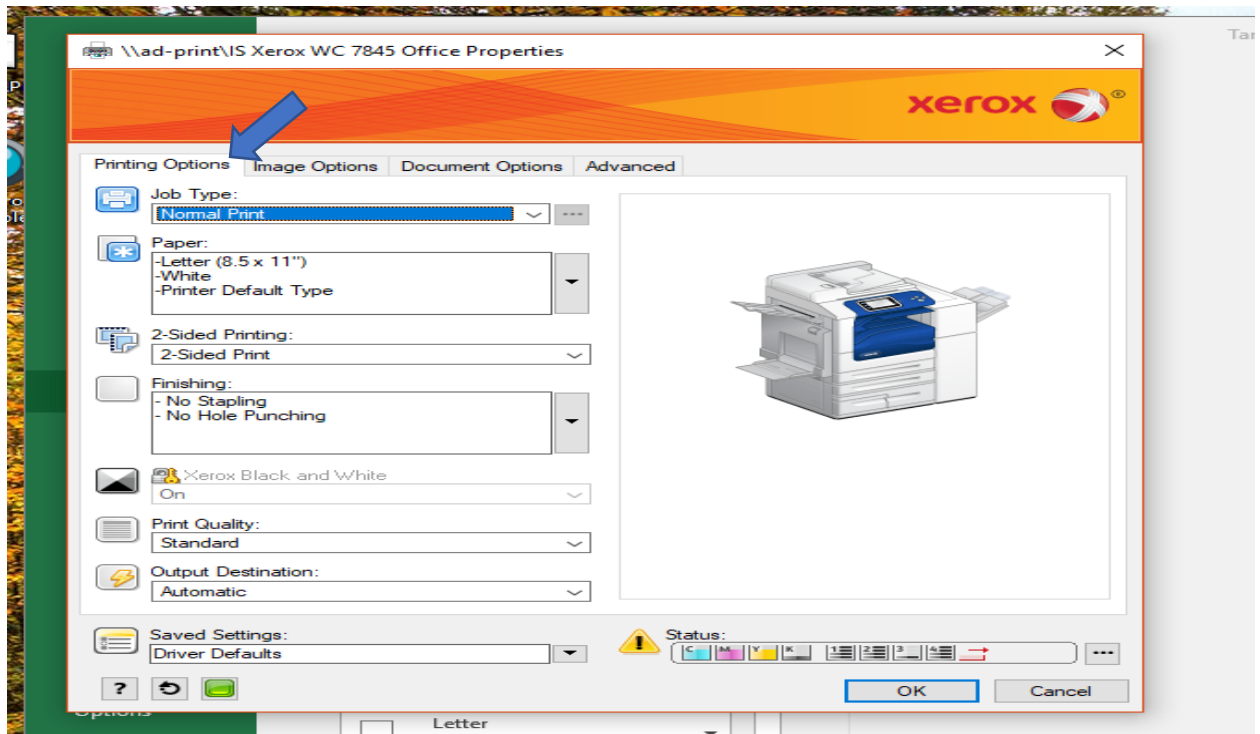
- 1) Select your file to print (I used excel as an example):



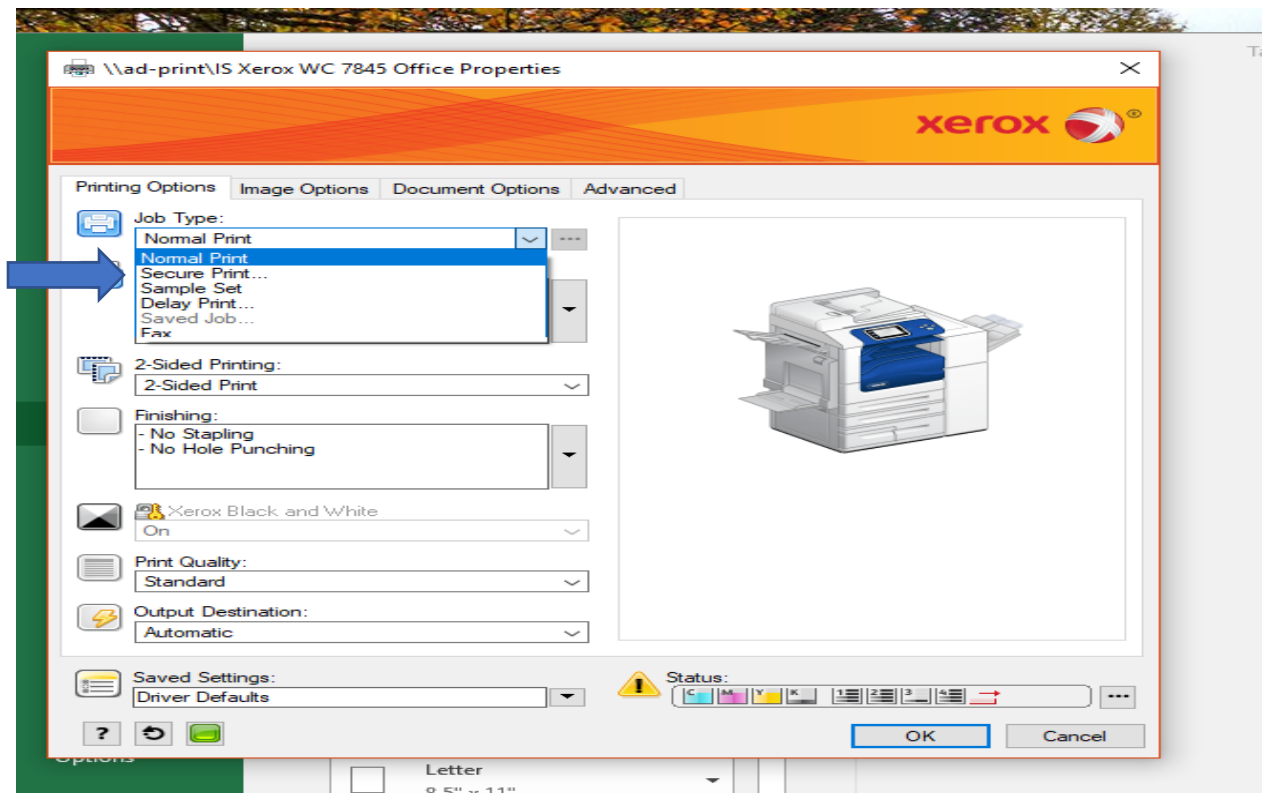
- 2) Go into your printer properties:



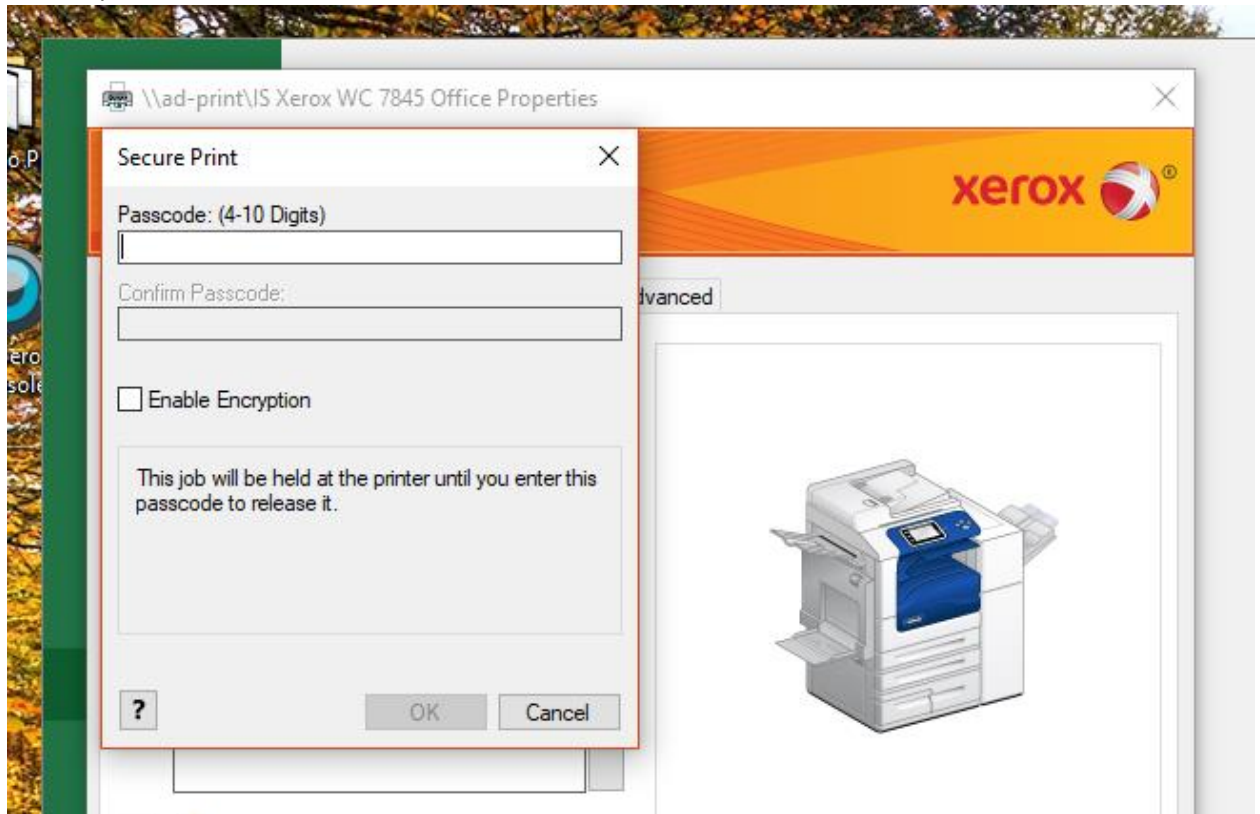
3) Click on the You should be on Printing Options:



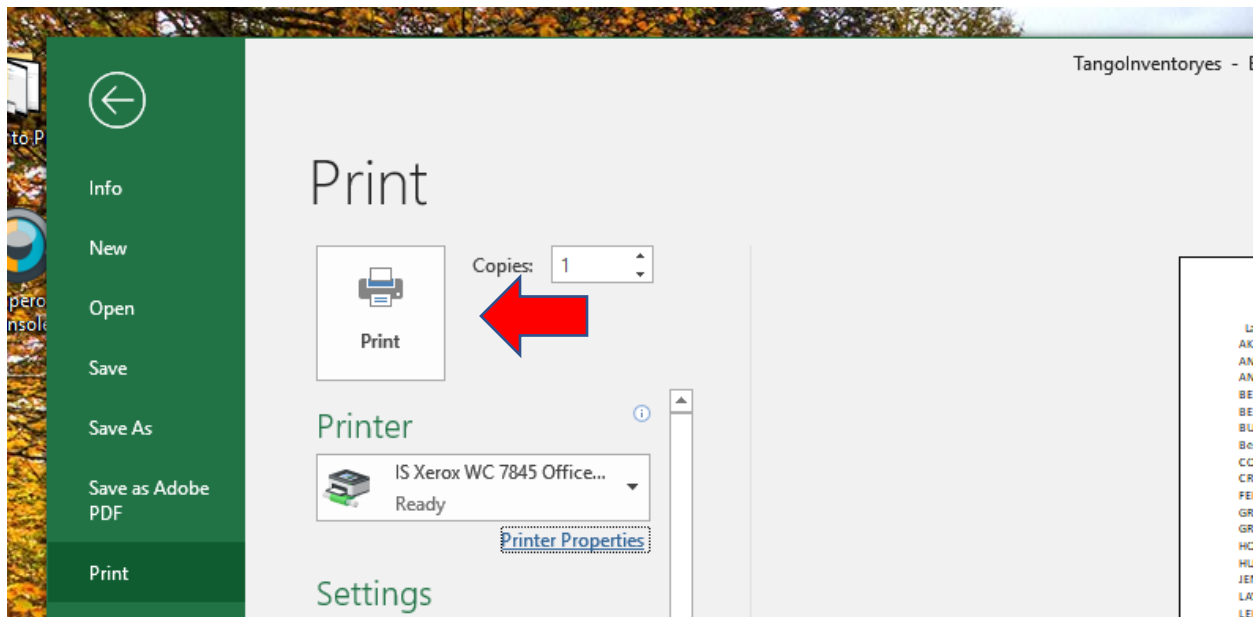
4) Select Secure Print:



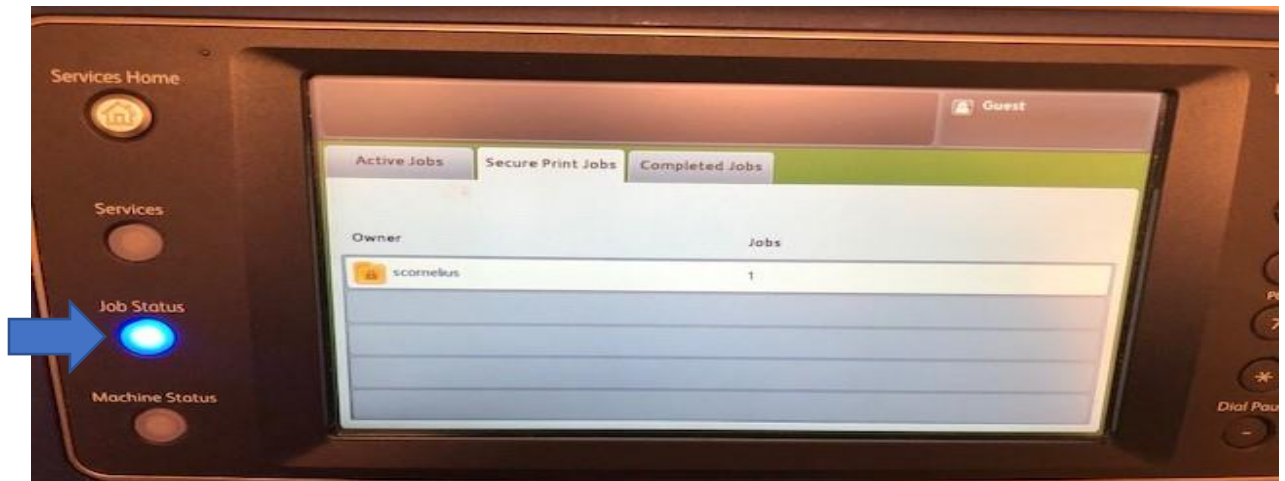
- 5) Enter a passcode and select ok:



- 6) Make sure you select print after you make these changes.



- 7) Go to the printer and select Secure Print Jobs (Make sure job status is selected) and select your name:



- 8) Enter your passcode:



- 9) Select your file and print:

